

6.00/000.00 UNIFORMS & EQUIPMENT

Employee's appearance in public is a part of the Sheriff's Office effort to maintain public acceptance and maximize public cooperation in support of the mission of the Sheriff's Office. Therefore, the Sheriff's Office has established limits on general appearance intended to present a favorable public image conforming to contemporary, but traditional police standards.

6.01/001.00 QUARTERMASTER SYSTEM

1. In accordance with the prevailing labor agreements, there shall be established within the Sheriff's Office a system wherein required uniforms and equipment shall be purchased and issued by the Office to eligible employees as needed.
2. This system shall hereafter be referred to as the "Quartermaster" system.

6.01/001.05 QUARTERMASTER SYSTEM: RESPONSIBILITY

1. The Organizational Development Division Commander shall be responsible for the operation and maintenance of the Quartermaster system. Certain duties may be delegated to other personnel as needed.
2. Each supervisor shall be responsible for ensuring that each employee under his command is properly attired and equipped and that all items needing replacement are forwarded to the Quartermaster.
3. Each employee shall be responsible for the proper use, care, and maintenance of uniforms and equipment issued to him. He shall be responsible for bringing to the attention of the Quartermaster any malfunctions of equipment or extreme wear to uniforms that may render them unserviceable.

6.01/001.10 QUARTERMASTER SYSTEM: ELIGIBILITY

1. Those employees designated in the following subsections will be eligible to receive uniform items and equipment as indicated.
2. This policy shall not restrict the employer from issuing items of clothing and/or equipment to positions other than those specified in the following sections.

6.01/001.11 DEPUTY SHERIFF (FULL TIME EMPLOYEE)

1. Uniform items shall be issued in accordance with current labor agreement.
2. Commissioned personnel not assigned to patrol shall be required to maintain a minimum of one complete and serviceable uniform.
3. For the purpose of this policy, plain clothes assignment shall mean an assignment, other than temporary, to investigations, or any other plainclothes duty as assigned by the Sheriff or his designee.
4. Additional equipment required for special assignments, that require specialized uniforms and/or equipment may be issued at the employer's option. Such equipment and uniform requirements will be specified in the unit Standard Operating Procedures.

6.01/001.20 EQUIPMENT: INITIAL ISSUE (GENERAL)

1. Issuance of any item(s) shall be noted in the Equipment/Uniform database.
2. Issued property inventory files shall be retained by the Quartermaster.

6.01/001.30 EQUIPMENT: REPLACEMENT PROCEDURES

1. Clothing and/or equipment that is damaged, worn, or lost in the line of duty may be replaced in accordance with prevailing labor agreement(s).
2. Employees requesting reissue of uniform items as a result of extreme weight loss or gain may, at the option of the employer:
 - a) Be required to submit the items for replacement as per section 6.01/001.31 of this Manual.
3. Employees requesting reissuance of items because of loss or theft will be required to complete an Incident Report regarding the loss and shall forward the report case number to the Quartermaster for inventory purposes. If the loss is the result of negligence, as determined by the respective commander or Bureau Chief, the employee may be required to replace the item at his/her expense.
4. Uniforms and equipment items to be replaced shall be turned in to the Quartermaster for destruction when ordering replacement items.

6.01/001.31 EQUIPMENT: REPLACEMENT PROCEDURES, APPROVED ITEMS

1. When an item of clothing or equipment is damaged or worn to the extent that it does not meet the acceptable standards of the Office, it shall be the employee's responsibility to request replacement using the Equipment/Uniform database.
2. The Quartermaster will determine if the items surveyed are stock items and can be issued immediately. If the item is out of stock it will be ordered based on a 30 day turnaround. The replacement shall be noted on the employee's uniform records.

6.01/001.32 EQUIPMENT: REPLACEMENT PROCEDURES, DISAPPROVED ITEMS

1. If the Quartermaster does not deem the replacement necessary, the employee will be notified via e-mail.
 - a) The Quartermaster shall have the discretionary authority to inspect and review items that are deemed non-serviceable.
2. If an employee does not agree with this decision, it shall be their responsibility to submit the item along with a written explanation outlining the items lack of utility to the Employee Management Team
3. In any matter submitted to them, the Employee Management Team shall make a determination as to whether or not a replacement item is needed.
4. Nothing in this policy shall conflict with the prevailing labor agreement.

6.01/001.33 EQUIPMENT: REPLACEMENT PROCEDURE

1. The employee will complete the equipment replacement request form using the Equipment/Uniform database to include: Name, Personnel #, Duty Location, Today's Date, Item Surveyed and all applicable sizes pertinent to the uniform item requested.
2. The electronic request will be forwarded to the Quartermaster for review.
3. If not approved: The Quartermaster will e-mail the employee regarding their decision.
4. Upon receipt of the electronic request, the Quartermaster will follow the outlined procedure(s):
 - a) For stock items, Quartermaster will issue the item. The model/series/number/or corresponding information is noted and the Quartermaster will update the employee's file.
 - b) For non-stock items, the Quartermaster will process the item.
 - i) If the replacement item is unsatisfactory, the employee will notify the Quartermaster via e-mail.
5. If the Quartermaster requests to review the item the supervisor has deemed to be non-serviceable and finds that the item is still serviceable or presents the possibility of repair, the Quartermaster may return the original item to the requestor.

6.01/001.40 QUARTERMASTER SYSTEM: RETURN OF ISSUED ITEMS

1. Employees terminating their employment with the Office shall be responsible for the return of all items issued to them.
2. All serviceable returned items shall be in a clean and usable condition.
3. All issued items shall be returned prior to issuance of the employee's final paycheck.

6.01/002.00 UNIFORM AND EQUIPMENT SPECIFICATIONS

1. Technical specifications of uniform and equipment items shall be compiled and kept by the Quartermaster.

6.01/010.00 WEARING OF THE UNIFORM: GENERAL

1. Uniforms shall be worn in a military manner. All uniform buttons shall be secured at all times unless otherwise directed.
2. Nothing shall be carried in the pocket of any uniform which might produce an excessive bulge or protrusion.
3. Long-sleeve uniform shirts worn for Class A, Class BB or Class B situations/requirements will be worn with the sleeves fully down and all sleeve buttons fastened.
4. Unless otherwise directed, a uniform shall be worn in its entirety.
 - a) Exception: Employees may be excused from wearing certain items of the uniform or equipment by the supervisor of a detail or when the removal of those items may protect the employee from possible injury.

6.01/010.05 WEARING OF THE UNIFORM: FORMAL OCCASIONS

1. Formal occasions may include, but are not restricted to, the following:
 - Building or station dedications
 - Parade duty
 - Parade participation
 - Ceremonial functions such as: Flag Day, Memorial Day, Veterans' Day, etc.
 - Funerals
 - Awards Ceremony
2. When scheduled to participate as an Office representative at formal occasions, deputies shall appear in the uniform specified by the Office announcement or directive.

6.01/010.08 CLASSES OF UNIFORMS (REQUIRED ITEMS)

1. Class AA: Formal occasions (Command Staff)
 - Office issued dress hat
 - Office issued dress jacket
 - White dress shirt
 - Black tie
 - Office issued wool trousers with black accent leg stripe
 - Side arm and holster only, unless directed otherwise
 - Black high-gloss poromeric-type oxford shoes
 - a) Class AA is optional for those deputies who purchase those items not issued.
2. Class A: Formal Occasions,
 - Long sleeve uniform shirt with collar brass
 - Office issued uniform tie
 - Duty gun belt without Taser, portable radio, and baton
 - Office issued wool trousers with black accent leg stripe
 - Black shoes or boots
 - Optional: Office issued dress hat,
 - Other issued hats, such as baseball hats, are prohibited
3. Class BB: Semi-Formal/Superior Court
 - Long Sleeve uniform shirt with collar brass
 - Office-issued uniform tie
 - Duty gun belt
 - Office issued trousers
 - Black shoes or boots
 - No hat
4. Class B: Field Duty/District Court
 - Long sleeve uniform shirt

- Black crew neck T-shirt
 - Duty gun belt
 - Office issued trousers
 - Black shoes or issued black boots
 - Issued hats for field duty are optional
5. Class C: Field Duty/District Court
 - Short sleeve uniform shirt
 - Black crew neck T-shirt
 - Duty gun belt
 - Black shoes or issued black boots
 - Issued hats for field duty are optional
 6. Class D: Special Assignment BDU
 - a) Special assignment BDU shall be worn in accordance with 6.01/201.05
 7. Class E: Field Duty (Law Enforcement)
 - a) Class E uniform shall be worn in accordance with 6.01/201.10

6.01/010.10 UNIFORM: MIXED CLOTHING

1. No distinguishable part of any uniform which would identify the wearer as a member of the Office shall be worn in public in conjunction with civilian clothes.
 - a) Exception: When wearing the coverall or approved raid jacket.
 - b) When wearing a non-descript coat over a uniform while driving a non-Sheriff's Office vehicle.

6.01/010.15 JEWELRY, WHILE WEARING THE OFFICE UNIFORM

1. While in uniform no visible necklaces, ornamental bracelets, or anklets shall be worn. All other visible jewelry shall be limited to rings and watches.
 - a) Exceptions:
 - i) Medic Alert bracelets or necklaces.
 - ii) Memorial Bracelets

6.01/010.16 EARRINGS

1. Female deputies, in uniform, may only wear earring studs (one in each year) not exceeding 3/16" in diameter.
2. Male deputies, in uniform, shall not wear earrings.

6.01/010.16 TATTOOS, BRANDING AND PIERCING

1. Should members, both civilian and commissioned, possess any tattoo, branding, or body piercing, it must be located in an area which can be covered with an Office uniform or business attire.

2. At no time while on duty or representing the Office, shall a member have offensive tattoos or body art showing. (Examples of offensive tattoos and body art would include, but not be limited to those which depict racial, sexual, discriminatory, gang or drug related, or obscene language). The Sheriff shall be the sole determiner of what is considered offensive.
3. Deputies in undercover assignments may display tattoos or brands with the approval of their supervisor.
5. Visible body piercing, except what is defined in section 6.01/010.16, shall not be authorized by any member representing the Sheriff's Office while in Office uniform or business attire.

6.01/020.00 UNIFORMS AND EQUIPMENT: MAINTENANCE

1. Prescribed uniforms and equipment and identification items shall be maintained at all times in a clean and serviceable condition, ready for immediate use. They shall be replaced or repaired when they are so worn or damaged as to present an unacceptable appearance or do not meet current standards.
2. The care and maintenance of all issued clothing and equipment shall be the responsibility of the employee.

6.01/030.00 INSPECTION OF PERSONALLY OWNED ITEMS

1. All personnel shall secure approval of personally owned uniform and equipment items from their immediate supervisor prior to use. The supervisor shall inspect each item to assure that it meets Office specifications and is properly fitted.

6.01/030.01 INSPECTIONS: GENERAL

1. Official inspections of uniforms and equipment shall be made as follows:

6.01/030.02 INSPECTIONS: OFFICE WIDE

1. The Office, or any part of it, shall expect an inspection by the Sheriff, or designee, at any time.

6.01/030.03 INSPECTIONS: PERIODIC INSPECTIONS

1. Division/Precinct commanders shall schedule at minimum semi-annual inspections to determine that uniforms and equipment are maintained in conformance with Office requirements.

6.01/030.04 INSPECTIONS: SHIFT INSPECTIONS

1. Shift supervisors shall conduct routine inspections to ensure that the prescribed articles of uniforms and equipment are in clean, serviceable condition and that they are worn in the proper manner. Such inspections shall occur on a monthly basis.

6.01/030.05 INSPECTIONS: SPECIAL DETAILS

1. The Incident Command Officer for special details, such as parades, dignitary protection details and other like events, shall ensure that as a part of their operational briefing that an inspection of all involved personnel is conducted prior to deployment.

6.01/100.00 UNIFORM ITEMS (LAW ENFORCEMENT DEPUTY): DESCRIPTION

6.01/100.05 HAT: DRESS (NOT STANDARD ISSUE)

1. "Round Top" Sheriff's type hat with plastic protective cover and badge.
2. When worn, the hat will sit squarely on the head. The hat visor shall be approximately two fingers above the nose bridge.
3. The hat cover shall be maintained in the taut round top shape, with the metal shape support remaining inside the hat intact.
4. During inclement weather, the plastic cover shall be worn to protect the hat.
5. The wearing of the dress hat shall only be required during those occasions deemed formal by the Sheriff or his designee.

6.01/100.05 HAT: DRESS-FORMAL PROTOCOLS

1. During formal ceremonies and events the dress hat will be worn as prescribed when:
 - a) Outdoors
 - b) When indoors except when seated.
 - i) When seated the hat will be held flat on the lap with badge facing front.
 - ii) When rising, the hat will be worn, unless directed protocol dictates otherwise
 - iii) Exception
 - a) When indoor protocol requires that hat not be worn.
2. While wearing a hat hand -salutes will be rendered:
 - a) During the playing of the National Anthem
 - b) When called to render honors.
3. Note: Those personnel not issued dress hats will render hand salutes as required for those wearing dress hats.

6.01/100.15 HAT: WINTER (OPTIONAL)

1. "Trooper" style fur cap with appropriate badge.
2. The winter hat shall only be authorized for wear during periods of extreme cold or snow.
3. When worn, the cap shall sit squarely on the head, approximately one inch above the eyebrows.

6.01/100.16 HAT: BASEBALL

1. Only the issued Sheriff's Office Uniform baseball-style hat shall be worn with the Class B, Class C, Class D, or Class E uniform. The baseball-style hat shall not be worn with class AA, A or BB uniforms. When either a Class B or Class C uniform is being worn for a district/municipal court appearance, the baseball-style hat will not be worn in the courtroom.

6.01/100.25 SHIRTS: GENERAL

1. A black crew neck undershirt shall be worn when the uniform shirt is worn with an open collar.
2. Only approved items such as name tags, commendation medals or ribbons, weapons qualification medals, or approved specialty unit pins, etc., may be worn on the uniform shirt.
3. When wearing a long sleeve uniform shirt the shirt cuffs shall be kept buttoned and worn to full length.

6.01/100.26 UNIFORM: CLASS B AND CLASS C, WEARING OF

1. Either the Class B or Class C uniform may be worn for field duty and District/Municipal Court appearances, year-round, unless otherwise directed by the Sheriff or his designee.

6.01/100.28 CLASS B, CLASS C, CLASS D, & CLASS E UNIFORM: RESTRICTION

1. The aforementioned uniforms shall not be worn when making Superior Court appearances.

6.01/100.30 NECKTIE(S)

1. Neckties shall be of the "pre-tied" style.
2. Neckties shall only be worn with the long sleeve shirt.

6.01/100.35 TIE BAR

1. The Office tie bar shall be gold colored and bear the Washington State Seal.
2. Only the issued tie bar shall be worn with the uniform necktie.
3. When worn, the tie-bar shall be centered on the necktie in a position parallel to the duty belt and centered midway between the shirt pockets.

6.01/100.37 MOURNING BANDS

1. When wearing a mourning band it shall be placed diagonally over the badge (from 1100 to 1700).
 - a) The band should be 3/8 to 1/2 inch wide black elastic material.
 - b) There should be no other color in the band.
2. Mourning bands should be worn:
 - a) Upon the line of duty death of a SCSO deputy. The mourning band should be worn for a period of thirty days from the date of death.
 - b) Upon the line of duty death of a law enforcement officer from a jurisdiction in the area. The mourning band should be worn from the date of death and removed at the conclusion of the memorial service.
 - c) By all commissioned personnel in uniform or in civilian clothing while displaying a badge when attending the memorial service of an active LEO. Upon the completion of the memorial service, the mourning band shall be removed.
 - d) On National Peace Officers Memorial Day (May 15th).

- e) At the direction of the Sheriff or his designees, when special circumstances dictate that an Office display of official mourning is appropriate

6.01/100.40 OFFICE INSIGNIA (COLLAR BRASS)

1. Office insignia collar brass shall be gold-colored "SCS."
2. One insignia shall be worn on each collar point when wearing the Class A and Class BB uniforms and shall be placed in a position so that the leading edge of the insignia is ½ inch from the front of the collar and the bottom of the insignia is 1/2 inch from and parallel to the neck collar.
3. This section shall not apply to Lieutenants and above. See 6.01/100.66, through 6.01/100.69.
4. Collar brass will not be worn on the Class B, Class C, Class D, or Class E uniforms.

6.01/100.45 NAME PLATE/EMBROIDERED NAME

1. Either a name plate or embroidered name shall be worn on all uniforms.
2. The name tag or embroidered name shall consist of the wearer's first two initials and full last name.
3. The name tag or embroidered name shall be centered 1/4 inch above the right pocket of the shirt.
4. An embroidered name is acceptable for class B uniforms.
5. A cloth name tape is authorized for wear on the jacket, vest, and Class E uniform.
6. A name tag shall not be required on the Office issued raincoat.

6.01/100.50 SHOULDER PATCHES

1. Office shoulder patches will be issued for wearing on all uniform shirts, jackets, and the Class E uniform.
2. One patch shall be worn on each shoulder in a position centered on the press line of the sleeve ¾ inch below the shoulder seam.
3. Shoulder patches shall not be required on the Office issued raincoat.
4. Patches shall be sewn on with the same color thread as the patch and may be either machine or hand sewn.

6.01/100.55 SERVICE BARS

1. Bars denoting three completed years of law enforcement service are available for issue and shall be worn on the long sleeve shirt.
2. The service bars shall be sewn on the front side of the left sleeve of the long sleeve shirt with the bottom of the service bar two inches from the top of the cuff and ½ inch from the press line.

6.01/100.60 SERVICE STARS

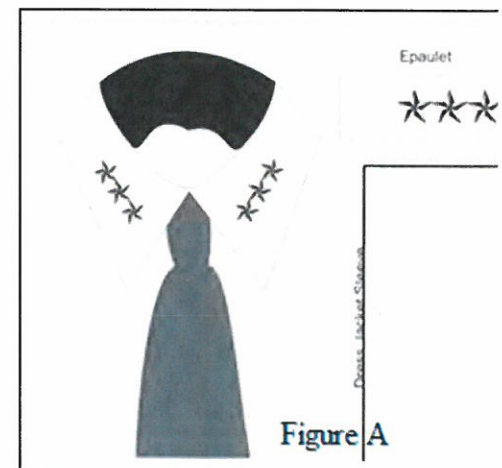
1. Embroidered bullion service stars denoting four complete years of service are authorized for attachment on the uniform dress jacket.

2. The service stars shall be attached on the front side of the left sleeve above the rank braid of the uniform dress jacket with the lower two star points ½ inch above the upper rank and with each additional star being 1-3/8 inches between star centers to a maximum of four stars per row. The second row of stars shall be 1-3/8 inches above the first star's center with 1-3/8 inches between centers.

6.01/100.61 INSIGNIA OF RANK

1. The insignias of rank within the Sheriff's Office shall be:

Rank	Insignia
Sheriff	3 Stars (gold)
Undersheriff	2 Stars (gold)
Bureau Chief	1 Star (gold)
Major /Inspector	Oak Leaf (gold)
Captain	2 Bars (gold)
Lieutenant	1 Bar (gold)
Sergeant	3 Chevrons (gold)
Master Patrol Deputy	2 Chevrons (gold)
Contract Police Chief	Three Stars: (Gold/Silver) when wearing stand-alone uniform (see Figure A)



6.01/100.62 INSIGNIA OF RANK; CONTRACT POLICE CHIEF

1. Contract Police Chiefs working an assignment that requires the wearing of a city-specific uniform that is particular to their city assignment are authorized to wear three gold stars.
 - a) The insignia shall be worn in an identical manner to the Sheriff's rank insignia for all uniforms (to include jackets and coats).
2. Contract Police Chiefs working an assignment that requires that they wear the standard Sheriff's Office uniform shall wear their issued Office uniform adorned with the insignia of rank assignment detailed in 6.01/100.63
3. Contract Police Chiefs shall not wear their Civil Service rank insignia while wearing a contract city uniform.
4. While the Contract Police Chief is required to wear the rank insignia and uniform of the contract agency for title and identification purposes, the formal rank of each Contract City Police Chief shall be their assigned Civil Service rank.

6.01/100.63 INSIGNIA OF RANK; SERGEANT'S WEARING OF

1. The Sergeant's chevron, worn on each sleeve of uniform shirts and jackets, will be centered on the press line directly below the shoulder patch. The insignia shall be placed so the top point of the chevron is approximately $\frac{3}{4}$ " (short sleeve shirt) to 1" (long sleeve shirt and jackets) below the bottom edge of the shoulder patch.

6.01/100.64 INSIGNIA OF RANK; LIEUTENANT'S WEARING OF

1. Lieutenant's insignia, worn on the standard uniform shirts, shall be a plain bar, gold in color, $\frac{1}{4}$ " wide and $\frac{3}{4}$ " long.
2. Rank insignia shall be worn:
 - a) On the each collar point of the short sleeve shirt with the collar point bisecting the insignia with the bottom edge of the insignia approximately 1 inch up from the collar point and approximately 1 inch from the leading edge of the collar.
 - b) On each side of the collar of the long sleeve shirt parallel to the front edge of the collar with the top of the insignia approximately 1 inch from the top of the collar and approximately 1 inch from the front edge of the collar.
 - c) Lieutenant's insignia for jackets shall be a plain bar, gold in color, $\frac{3}{8}$ " wide and 1" long. The bars will be worn on each shoulder of the jacket. The insignia bisects the cross stitching of the shoulder epaulet.

6.01/100.65 INSIGNIA OF RANK; CAPTAINS WEARING OF

1. Captain's insignia, worn on the standard uniform shirts, shall be two plain bars, gold in color, $\frac{3}{4}$ " wide and $\frac{3}{4}$ " long joined by a small bar at each end.
2. Rank insignia shall be worn:
 - a) On the each collar point of the short sleeve shirt with the collar point bisecting the insignia with the bottom edge of the insignia approximately 1 inch up from the collar point and approximately 1 inch from the leading edge of the collar.
 - b) On each side of the collar of the long sleeve shirt parallel to the front edge of the collar with the top of the insignia approximately 1 inch from the top of the collar and approximately 1 inch from the front edge of the collar.
 - c) Captain's insignia for jackets shall be two plain bars, gold in color, 1" wide and 1" long joined by a small bar at each end. The bars will be worn on each shoulder of the jacket. The insignia bisects the cross stitching of the shoulder epaulet.

6.01/100.66 INSIGNIA OF RANK; MAJOR'S/INSPECTOR'S WEARING OF

1. The Major's insignia, worn on the standard uniform shirts, shall be an oak leaf, gold in color, approximately $\frac{5}{8}$ " in diameter.
2. Rank insignia shall be worn:
 - a) On the each collar point of the short sleeve shirt with the collar point bisecting the insignia with the bottom edge of the insignia approximately 1 inch up from the collar point and approximately 1 inch from the leading edge of the collar.

- b) On each side of the collar of the long sleeve shirt parallel to the front edge of the collar with the top of the insignia approximately 1 inch from the top of the collar and approximately 1 inch from the front edge of the collar.
- c) The Major's insignia, worn on jackets shall be an oak leaf, gold in color, approximately 1" in diameter. The insignia bisects the cross stitching of the shoulder epaulet.

6.01/100.67 INSIGNIA OF RANK; COMMANDER'S WEARING OF

- 3. The Commander's insignia, worn on the standard uniform shirts, shall be a single five pointed star, gold in color, approximately 5/8" in diameter.
- 4. Rank insignia shall be worn:
 - a) On the each collar point of the short sleeve shirt with the collar point bisecting the insignia with the bottom edge of the insignia approximately 1 inch up from the collar point and approximately 1 inch from the leading edge of the collar.
 - b) On each side of the collar of the long sleeve shirt parallel to the front edge of the collar with the top of the insignia approximately 1 inch from the top of the collar and approximately 1 inch from the front edge of the collar.
 - c) The Commander's insignia, worn on jackets shall be a single five point star, gold in color, approximately 1" in diameter. The insignia bisects the cross stitching of the shoulder epaulet.

6.01/100.68 INSIGNIA OF RANK, BUREAU CHIEF, CONTRACT CITY CHIEF, UNDERSHERIFF, SHERIFF WEARING OF

- 1. Bureau Chief's insignia, worn on the standard uniform shirts, shall be one five pointed star, gold in color, approximately 5/8" in diameter.
- 2. Contract City Chief insignia, worn on the standard uniform shirts, shall be three joined five pointed stars, gold or silver in color, approximately 5/8" in diameter.
- 3. Undersheriff insignia, worn on the standard uniform shirts, shall be two joined five pointed stars, gold in color, approximately 5/8" in diameter
- 4. Sheriff insignia, worn on the standard uniform shirts, shall be three joined five pointed stars, gold in color, approximately 5/8" in diameter.
- 5. Rank insignia shall be worn:
 - a) On the each collar point of the short sleeve shirt with the collar point bisecting the insignia with the bottom edge of the insignia approximately 1 inch up from the collar point and approximately 1 inch from the leading edge of the collar.
 - b) On each side of the collar of the long sleeve shirt parallel to the front edge of the collar with the top of the insignia approximately 1 inch from the top of the collar and approximately 1 inch from the front edge of the collar.

- c) The rank insignia, worn on jackets shall be identical to that which is worn on the uniform shirt, except the stars shall be, approximately 1" in diameter. The insignia bisects the cross stitching of the shoulder epaulet.

6.01/100.70 RANK BRAID: UNIFORM DRESS JACKET

1. The sleeve braid for uniform dress jackets shall be:

Sheriff	Two 1/2" gold stripes above one 2" gold stripe
Undersheriff	One 1/2" gold stripe above a 2" gold stripe
Bureau Chief	One 2" gold stripe
Commander	One 1/2" gold stripe near cuff, one 1/4" gold stripe in center, and one 1/2" gold stripe above center stripe
Major / Inspector	Two 1/2" gold stripes
Captain	One 1/4" gold stripe above one 1/2" gold stripe
Lieutenant	One 1/4" gold stripe
Sergeant	Three Chevrons to be sewn onto the same specifications as the uniform shirt

2. The lower stripe shall be two inches above the bottom of each cuff. Multiple striped sleeves shall have 1/2 inch between stripes.
3. Contract Police Chief's sleeve stripes shall reflect their civil service rank, with the exception of those holding a Civil Service rank of Sergeant

6.01/100.75 BADGES

1. One metal badge shall be issued and shall be worn attached to the badge holder, provided on the uniform shirt.
2. No member of the Office shall have in his possession an Office badge, whether issued or individually purchased, other than that which meets Office specifications.

6.01/100.76 BADGE: DESCRIPTION

1. The badge of a Deputy Sheriff shall be a metal, gold colored six point star.
2. On the face of the badge there shall appear:
- The official seal of the State of Washington.
 - The inscription "The seal of the State of Washington *1889*" with rhodium letters and rhodium center.
 - The inscription "Deputy Sheriff, "Snohomish County, Wash."
3. The badge to be worn by personnel above the rank of Deputy, shall be identical to that of Deputy, except:
- The appropriate rank shall be added and

- The official State seal shall be gold.

6.01/100.77 FLAT BADGES AND I.D. CASES

1. Flat badges and I.D. cases are authorized, however shall be at the individual's expense.
2. All personally owned badges shall meet Office specifications.

6.01/100.78 CLOTH BADGES

1. Cloth badges shall be issued to be worn on outer garments, e.g., jacket.
2. Cloth badges are not to be worn on uniform shirts unless approved by the Sheriff, or his designee.

6.01/100.79 DETECTIVE BADGES

1. At the option of the individual, deputies working as detectives may wear detective badges. These badges shall be provided by the individual and be worn only while in plain clothes.
2. Detective badges shall be identical to office issue badges except that the word "Detective" shall replace "Deputy".

6.01/100.85 FOOTWEAR

1. All footwear shall be highly shined prior to commencement of the regular duty shift.
2. During periods of inclement weather, e.g., snow, flood, etc., optional footwear such as overshoes, rubber boots, etc., may be worn.
3. When low cut or ankle cut shoes are worn, black solid color hose (socks) shall also be worn.
4. Specialty or alternate footwear accommodations are purchased upon receipt of a note from a medical doctor or Office PhD.

6.01/201.05 BDU'S

1. The following specialty assignments are authorized to wear BDU's:
 - K-9
 - SWAT
 - Forest Patrol
 - Search and Rescue/Aviation Unit
 - Civil Unit
 - Commercial Vehicle Enforcement
 - Any other assignment approved by the Sheriff or his designee
1. BDU's may be issued at the employer's option.
2. When issued, the following guidelines shall apply:
 - a) Deputies assigned to K-9 -- two each
 - b) Deputies assigned to SWAT(Tactical Unit)—two each

- c) Deputies assigned to SWAT - - one each
 - d) Deputies assigned to Forest Patrol - - two each
 - e) Deputies assigned to the Commercial Vehicle Enforcement Unit--two each
 - f) Deputies assigned to Search and Rescue/Aviation Unit - - two each
 - g) Civil Unit--two each
 - h) Any other assignment designated by the employer.
3. BDU's may be replaced according to 6.0/001.31.
 4. BDU's shall not be worn for court or other prescheduled public appearances.

6.01/201.10 CLASS E UNIFORM

1. The Class E uniform may be worn as a general duty uniform except in service events described in section twelve (12) below or those instances described in whole or in part in section 6.01/010.05.
 - a) In contract city assignments, Class E uniforms may be worn as allowed by the specific policy in place for that contract city, but shall not be worn for court or other prescheduled public appearances.
2. Class E uniforms shall be purchased at the employee's own expense.
3. Class E uniforms shall meet Office specification as follows:
 - a) Class E uniforms shall be purchased through Blumenthal's Uniforms and Equipment (sole vendor).
 - i) The Class E uniform shall be model # SC2005SNCOSD (mid-weight material only)
 - ii) Two-tone in appearance (tan and green)
 - iii) One piece
 - iv) Form fitted
 - b) The Class E uniform design specifications shall not be altered.
4. Class E uniforms shall be maintained with the intent to present a neat and professional appearance. All Class E uniforms that are frayed, torn, or ill-fitting shall be removed from service.
 - a) The Class E uniform shall be exempt from employer cost replacement as described in 6.01/001.30.

- i) The cost of repair or replacement of a Class E uniform due to normal wear and tear shall be the sole responsibility of the employee.
 - ii) Repair and replacement costs due to theft, damage, or destruction arising as a direct result of the employee's performance of official duties shall be at the employee's expense.
 - iii) The Class E uniform is exempt from contractual dry cleaning agreements and shall be laundered at the employee's expense.
- 5. Supervisors shall be responsible for ensuring Class E uniforms remain neat and professional in appearance. If a particular Class E uniform is deemed to be unsuitable for duty wear, the supervisor may require the deputy to change into a standard uniform.
- 6. A black undershirt, either crew neck or turtleneck, shall be worn with Class E uniforms.
- 7. The issued metal badge shall be worn on all Class E uniforms as per 6.01/100.75.
- 8. One Office shoulder patch will be worn on each shoulder as per 6.01/100.50.
- 9. Insignia of rank shall be worn in accordance with Sections 6.01/100.63, 6.01/100.65 through 6.01/100.69.
- 10. Cloth or embroidered name tapes shall be worn ¼ inch above the left breast pocket.
- 11. Black boots shall be worn while wearing Class E uniforms, except during periods of unusual weather as per 6.01/100.85 (2).
 - a) Exception: Deputies may be excluded from wearing certain items on the Class E uniform, by the officer in charge, when removal of those items may protect the deputy from possible injury.
- 12. Class E uniforms shall not be worn for court, funerals, graduations, or other prescheduled public appearances and shall not be worn in lieu of Class A, AA, B, BB, or C compulsory uniform requirements.

6.01/202.00 GLOVES, DUTY (OPTIONAL)

- 1. Gloves for uniform field duty shall be of leather and black in color with no modifications, ornamentations or unusual design.
- 2. All glove fingers shall be intact.
- 3. Gloves shall be worn at the discretion of the individual deputy; however, the guide for employing their use shall be that they are worn as protection from cold, infectious contacts, and injury while contacting rough, ragged, or injurious substances.

4. The carrying, wearing or use of leather “sap” gloves or any gloves loaded with weight is prohibited.

6.01/203.00 LOAD BEARING SUSPENDERS

1. Authorization
 - a) Load Bearing Suspenders are authorized to reduce lower back and hip injuries to deputies and contribute to a healthier work environment for the deputies.
 - b) Load Bearing Suspenders are authorized to reduce on the job injuries to deputies due to the weight of the equipment carried on their duty belts and are intended to be primarily worn when working in daily field operations.
2. Restrictions
 - a) Only suspenders manufactured for use with a police uniform are acceptable:
 - b) The suspenders shall be black or tan in color.
 - c) The suspenders shall not be worn with Class A or Class BB uniforms.
 - d) Deputies will not attach or affix objects to the suspenders.
3. Suspenders are purchased at the deputy’s own expense.

6.01/204.00 HOT WEATHER UNIFORM

1. Authorization
 - a) The use of an alternate hot weather uniform is designed to allow deputies to work as comfortable as possible during special events and days of extreme heat, while still ensuring uniformity and a professional appearance.
 - b) Hot weather uniforms may be worn during special events or on days of extreme heat with the permission of the Sheriff, a division or precinct commander, or their designee.
2. Uniform Standard
 - a) Shirt
 - Bratwear Bicycling Regulator and Tactician, polyester short sleeve shirt, tan in color, with tan epaulets and pockets.
 - A cloth badge shall be worn above the left shirt pocket.
 - One office shoulder patch will be worn on each shoulder as per 6.01/100.50
 - Insignia of rank shall be worn in accordance with Sections 6.01/100.63, 6.01/100.65 through 6.01/100.69.
 - Cloth name tapes shall be worn 1/4 inch above the right breast pocket.
 - A black or white crew neck undershirt shall be worn.
 - b) Shorts

- Bratwear Bicycling Regulator and Tactician, polyester shorts, black in color.
- A black basket weave belt shall be worn with the shorts.
- c) Footwear
 - A plain black athletic type running or referee style of shoe, clean and in good repair with ankle high plain white socks shall be worn.

3. Issue of Hot Weather Uniform

Deputies wishing to wear the hot weather uniform will be responsible for buying their own uniform except as assigned to Bike Patrol, Marine patrol, or as outlined in current labor contract negotiations.

6.01/300.00 UNIFORMS ITEMS FOR CORRECTIONS BUREAU

6.01/300.10 CORRECTIONS DEPUTIES

1. Uniforms

- a) The employer shall provide on an “as needed” basis for each Corrections Deputy and continue to maintain for each Corrections Deputy on an “as needed” basis as recommended by the four (4) person fair wear and tear committee, the following minimum uniform, equipment, and leather gear:
- b) Uniform Items:
 - i) Shirts.....3
 - ii) Trousers.....3 pair
 - iii) Heavy Winter Jacket with lining.....1
 - iv) Shoulder Patches.....as needed
 - v) Badges.....2 (1 metal, one sewn on patch)
 - vi) Name Plate (metal).....1
 - vii) Pant Belt.....1
 - viii) Tie.....1
 - ix) Tie Bar.....1
 - x) Collar Brass.....1 pair
- c) Weapons Items & Equipment
 - i) Firearm.....(available to be issued when required)
 - ii) Flashlight.....(available to be issued when required)
 - iii) Handcuffs.....1 pair
 - iv) Radio Holder.....1
 - v) Key Holder.....1

- vi) Sabre Spray.....1
- vii) Spray Holder.....1
- d) Leather Gear Items
 - i) Gun Belt.....(available to be issued when required)
 - ii) Gun Holster.....(available to be issued when required)
 - iii) Bullet Pouches.....(available to be issued when required)
 - iv) Keepers.....(available to be issued when required)
 - v) Handcuff Case.....1

6.01/300.20 CONTROL ROOM OFFICERS & BOOKING ASSISTANTS

- a) Uniform Items:
 - i) Shirts.....3
 - ii) Trousers.....3 pair
 - iii) Heavy Winter Jacket with lining.....1
 - iv) Shoulder Patches.....as needed
 - v) Name Plate (metal).....1
 - vi) Pant Belt.....1
 - vii) Tie.....1
 - viii) Tie Bar.....1
 - ix) Collar Brass.....1 pair

6.01/300.30 RECORDS AND FISCAL STAFF

- a) Uniform Items:
 - i) Shirts.....3
 - ii) Trousers.....3 pair
 - iii) Heavy Winter Jacket with lining.....1
 - iv) Shoulder Patches.....as needed
 - v) Pant Belt.....1

6.01/300.40 STOREKEEPER

- a) Uniform Items:
 - i) Shirts.....3
 - ii) Trousers.....3 pair
 - iii) Heavy Winter Jacket with lining.....1

- iv) Shoulder Patches.....as needed
- v) Pant Belt.....1
- vi) Radio Holder.....1
- vii) Key Holder.....1

6.01/300.50 UNIFORM MAINTENANCE

1. Accountability

- a) The employee shall be held accountable for all uniforms, weapons, and leather gear which are issued to the employee by the employer. Items which become worn out and/or items which become lost or destroyed as a direct result of the performance of the employee's duty, or as a result of an occurrence not due to the employee's intentional act or negligence shall be replaced by the employer.
- b) Accountable items of clothing or protective devices assigned to an employee, which are lost or mutilated as a direct result of that particular employee's negligence shall be replaced by the employee.
- c) All equipment issued by the employer to each employee shall be signed for by the employee and shall remain the property of the employer. The employee shall not be responsible for the cost of the equipment issued that is not returned to the employer.

2. Cleaning Allowance

- a) Each employee who is required to wear a uniform shall be paid an annual cleaning allowance of three hundred sixty dollars (\$360.00), which shall be paid in installments of thirty dollars (\$30.00) each calendar month or major portion thereof.

6.01/400.00 UNIFORM ITEMS FOR LAW ENFORCEMENT TECHNICIANS, SECRETARIES, RECORDS, CIVIL DISCLOSURE, EVIDENCE LET, AND TECHNICAL SERVICES SUPERVISORS

- 1. Law Enforcement Technicians, Law Enforcement Secretaries, Lead Law Enforcement Technicians, Technical Services Supervisors; Evidence Control Officers, Fingerprint Technicians, and Evidence Control Supervisor are required to wear their prescribed uniform while on duty or representing the Sheriff's Office. Exception shall be Friday dress down day.
- 2. Sheriff's Office Law Enforcement Technicians, Secretaries, Leads and Technical Services Supervisors:
 - a) Uniform consists of a polo shirt with Sheriff embroidered star over the left chest, long or short sleeve, of approved color choice, black or tan pant or skirt, and black or brown shoes. Formal occasion's attire shall be green polo shirt with black dress pants or skirt and black dress shoes.
 - b) Issued Items:
 - i) 6 Polo shirts, long or short sleeve

- a) 3 green
 - b) 3 additional approved color choice of green, black, gray or tan
 - ii) 1 black cardigan with sheriff embroidered star
 - c) Required items to be purchased by the employee:
 - i) Black or tan business appropriate full length slacks (no denim)
 - ii) Black or tan business appropriate skirt, 18" or longer seam line
 - iii) Shoes, black or brown, closed toe and closed heel
 - iv) Between June 15 and September 15, it shall be appropriate to wear black or tan Capri/three-quarter length pants.
 - v) Note: Slacks, skirts, and Capri pants shall be current industry standard casual business attire (similar to Docker style)
 - d) Optional wear (Employee purchase)
 - i) Black or brown belt
 - ii) Black or tan business appropriate pant
 - iii) Skirt may be a substitute (female employees)
 - iv) Black business shoes
3. Exceptions to this policy may be obtained from the Chief of Support Services, or division commander for specific activities or assignments when the issued uniform would be impractical.

6.01/400.10 EVIDENCE CONTROL AND IDENTIFICATION UNIT:

- a) Uniform consists of a polo shirt with Sheriff embroidered star over the left chest, long or short sleeve, of approved color choice, 5.11 tactical pant in approved color choice, Black shoes, and Hidden Agenda Jacket.
- b) The following items are to be issued:
 - i) 4 Polo shirts with Sheriff embroidered star, long or short sleeve, in approved color choice of green, black, gray or tan
 - ii) 3 pair 5.11 tactical pant in approved color choice of black, green, or beige
 - iii) 1 pair boot, standard issue short or tall
 - iv) 1 Hidden Agenda Jacket identifying the employee as a member of the Sheriff's Office Evidence Control unit or ID Unit.
- c) 1 pair, black boots (closed toe)

6.01/500.00 "DRESS DOWN" FRIDAY

- 1. Dress Down Friday – is a privilege
 - a) Attire shall be business casual
 - i) Jeans may be worn, no holes or tears
 - ii) Miniskirts, shorts, beach dresses, halter tops, tank tops, cargo pants, spaghetti straps, athletic, beach wear, spandex, or other non-business attire or attire that can be construed as suggestive or offensive is not appropriate.

- iii) Thongs, flip-flops, slippers, clogs, and Croc's are not appropriate.
- b) If uncertainty exists regarding appropriate attire, employees are encouraged to contact their supervisor to ascertain whether an item meets acceptable business casual attire standards.
- c) Uniformed personnel shall not participate in dress down Fridays.

6.02/000.00 EQUIPMENT

6.02/001.00 FIREARMS

1. The Office shall issue to all commissioned personnel standard duty firearm(s) for on duty and off duty use.
2. Personally owned firearms may be utilized for on duty, off duty, and backup weapon purposes subject to the criteria outlined in 6.02/001.30.

6.02/001.02 FIREARMS INSPECTIONS

1. All firearms carried by Sheriff's Office personnel while on duty, including those personally owned, will be inspected for cleanliness and serviceability monthly. All weapons will be unloaded prior to inspection as described in the "SCSO Loading/Unloading Procedures" posted on the red firearms clearing barrels located in each work area.
2. Inspections will be conducted by sergeants and/or supervisors who will receive training in the inspection procedure by the Rangemaster. Commanders will ensure inspections are performed periodically or at regularly scheduled firearms training sessions.
3. No firearms shall be authorized for duty use unless it has passed a documented inspection within the 60 day period preceding its duty use.

6.02/001.03 FIREARMS APPROVAL LIST

1. The Rangemaster shall maintain a current list of firearms approved by the Sheriff for utilization for duty, off duty and backup purposes.
2. All firearms on the Firearms Approval List must conform to 6.02/001.50.
3. Firearms will not be placed on, nor removed from, the Approval List unless so directed by the Sheriff.

6.02/001.05 HANDGUNS ISSUED: STANDARD DUTY

Handgun - Issue for all commissioned deputies,

- Semi-Automatic
- Smith and Wesson
- M&P 40
- Caliber .40 S/W
- Melonite finish
- 4.25 inch barrel

6.02/001.26 RIFLE: STANDARD DUTY FIREARM

1. Standard duty rifle defined

- a) Rifles owned personally, or by the Office, and utilized as a duty weapon, shall conform to the following criteria:
 - i) Type
 - Semi-automatic
 - ii) Caliber
 - .223
 - iii) Length
 - Factory stock and barrel
 - iv) Capacity
 - .223 caliber: 20/30 round magazine (minimum)
 - v) Finish
 - Blue steel
 - Parkerized/matte
 - Stainless steel
 - vi) Grips, Stock, Foreguard
 - Wood, natural colors
 - Rubber, black
 - Plastic, black or brown
 - vii) Must be a type and model on the Firearms Approval List maintained by the Office Rangemaster.

6.02/001.27 RIFLE: OPTIONAL COMBAT GUNSIGHT

- 1. Rifles owned personally, or by the Office, and utilized as a duty weapon, may be fitted with Advanced Combat Optical Gunsight (ACOG) sighting system.
 - a) Deputies may purchase at their own expense and install on the standard duty rifle:
 - i) Trijicon 1.5 x 16 advanced combat optical gunsight, model TA44.
- 2. Deputies must complete a familiarization course prior to authorization.
 - a) Course to be given by Snohomish County Sheriff's Office Firearms instructors.
 - i) Course to include:
 - Bindon Aiming Concept
 - Combat zeroing of ACOG
 - Use of iron sight tunnel

6.02/001.30 HANDGUNS: NON-STANDARD DUTY FIREARMS

1. Non-Standard Duty Handguns: Defined

- a) Handguns owned personally, or by the Office, and utilized as primary duty weapons, shall conform to the following criteria:
 - i) Will be stock from the factory with no internal modifications and no adjustable triggers.
 - ii) Semi-automatic pistol
 - iii) Caliber
 - .40 S/W
 - .45 ACP
 - iv) Barrel Length
 - Uniformed personnel – 3.5 to 6 inches
 - v) Double Action / Safe Action /Single Action 1911 style with grip safety and slide lock safety.
 - vi) Capacity
 - Minimum of 8 rounds .40 S/W
 - Minimum of 8 rounds .45 ACP
 - While in uniform, deputies shall carry no less than 29 rounds on their person.
 - vii) Finish
 - Stainless steel
 - Blue steel
 - Parkerized/matte
 - Nonglare nickel
 - Tenifer
 - viii) Grips
 - Wood natural colors
 - Rubber - black
 - Plastic - black or brown
 - ix) Be produced by one of the following manufacturers:
 - Glock
 - Beretta
 - FN
 - Smith and Wesson

- Heckler and Koch
- Walther
- Ruger
- Sig Sauer
- Para Ordinance (LDA or 1911 Style)
- Taurus
- Colt (1911 Style)
- Browning
- Kimber (1911 Style)
- Springfield (1911 Style) or XD style models
- Detonics (1911 Style)
- Nighthawk (1911 Style)

6.02/001.40 BACKUP FIREARMS

1. Revolvers and semi-automatic pistols owned personally and utilized as a backup weapon must be approved for use as outlined in 6.02/001.50
 - A) Backup firearms shall be restricted to revolvers and semi-automatic pistols. Backup firearms shall conform to the following criteria:
 - i) Ammunition
 - a) Minimum caliber shall be .22 long rifle.
 - b) Ammunition shall be factory loaded with a jacketed hollow point bullet.
 - ii) Barrel length shall be 2 inch minimum.
 - iii) Back up weapons shall have a minimum of five rounds.
 - iv) Semi-automatic pistols shall be a double action design/safe action with either a de-cocking type mechanism which, when activated, will safely lower the cocked hammer or striker to a de-cocked position, or an internal, or external, safety feature that must be deactivated to fire the weapon (to include all 1911 models).
 - v) Back up firearms must be produced by one of the following manufacturers:
 - Glock
 - Beretta
 - Smith and Wesson
 - Heckler and Koch
 - Walther
 - Ruger

- Sig Sauer
- Para Ordnance
- Taurus
- Colt
- Browning
- Kahr
- Keltec
- FN
- Nighthawk

B) Deputies electing to employ small capacity and/or small caliber, below .380, back up weapons must be aware of the inherent limitations of such weapons in relation to on duty standard weapons.

6.02/001.45 OFF DUTY FIREARMS

1. Handguns owned personally and utilized solely as off-duty firearms will conform to the following criteria:
 - a) Off duty firearms must be approved for use as outlined in 6.02/001.50.
 - b) Semi-automatic pistols shall be a double, single, or safe action design with either a de-cocking type mechanism which, when activated, will safely lower the cocked hammer or striker to a decocked position, or an internal, or external, safety feature that must be deactivated to fire the weapon.
 - c) Revolvers shall conform to the following design standards:
 - i) Capacity: Five round minimum.
 - ii) Barrel length: 2 inch minimum
 - d) Off duty weapons will be restricted to the following calibers:
 - i) Semi-automatic: .22 long rifle minimum, .45 acp maximum.
 - ii) Revolver: .38 / 9mm, 22 Long Rifle / 22 Magnum
 - e) Off duty weapons shall conform to 6.02/001.30 (1a), (vi, vii, viii).
 - f) Off duty weapons shall conform to ammunition guidelines as per 6.02/002.05 1. A. and B.
 - i) .380 caliber semi-automatic pistols shall follow 6.02/002.05 1. B.
 - g) The minimum magazine capacity for semi-automatic pistols shall be six rounds.
2. Nothing in this section shall restrict the choice of firearms by an off-duty deputy for personal recreational or sport shooting.

6.02/001.50 AUTHORIZATION: NON-STANDARD, OFF DUTY OR BACKUP WEAPON

1. Prior written authorization is required for use of any non-standard, off -duty, or backup weapon whether personally owned or owned by the office. The procedures for obtaining prior written authorization are as follows:
 - a) The requesting deputy, must:
 - i) Utilize a “Weapons Use Request” form, SH-9. The top portion must be completed and the form submitted to the Office Rangemaster and armorer.
 - ii) If required by the Rangemaster, successfully complete a training course(s) in the safe handling and care of the weapon(s).
 - a) Prior to approval, the Rangemaster shall determine if the weapon is safe for law enforcement purposes. If, in the opinion of the Rangemaster, the weapon is unsafe, the Rangemaster shall not approve the weapon.
 - b) The Rangemaster shall develop, schedule, and conduct all necessary training courses related to the qualification and approval of non-standard off-duty or backup weapons.
 - iii) Demonstrate that the weapon is fit for duty. This may be done by:
 - a) Showing that it is “new from the box” and that he is the original purchaser, or
 - b) Having the weapon inspected by either a factory authorized gunsmith or a qualified police armorer.
 - iv) Be knowledgeable of the safe handling and care of the weapon, and
 - v) Qualify with a passing score on the Office Range.
 - b) Once the above items have been satisfied, it shall be so noted by the Rangemaster or their designee, completing the applicable section of the “Weapons Use Request” form (SH-9). If the weapon is inspected and certified by other than the Office Armorer, written documentation must be attached to the SH-9.
2. When Sections 1 and 2 of the “Weapon Use Request” form SH-9 have been completed, it shall be forwarded be maintained by the Rangemaster in the master weapons file.
3. The Chief, Bureau of Operations, shall approve or disapprove the request, complete the SH-9 form, and cause it to be distributed as follows:
 - a) White copy to Rangemaster
 - b) Canary copy to the precinct or division commander
 - c) Pink copy to the requesting deputy.

6.02/001.60 WEAPONS: ADMINISTRATIVE EXCEPTIONS

1. An Administrative exception to the policy and/or procedure(s) for weapons may be granted by the Sheriff, Undersheriff, or a Bureau Chief.

2. When the requested exception involves weapons to be used as a primary duty weapon for special assignments such as narcotics, vice, etc., the “Weapon Use Request” form (SH-9) must be accompanied by a written explanation of the intended use.
 - a) If approval is granted, the specific purpose must be noted in the “comments” section of the SH-9 designated for Chief, Bureau of Operations. EXAMPLE “Use During Drug Buys Only.”
 - b) See Volume 10.00/00.00, Use of Force, for additional firearm authorization and restrictions.

6.02/001.70 WEAPONS: STORAGE

1. The Sheriff’s Office recognizes that the use of issued weapons by unauthorized or untrained individuals constitutes an extreme safety hazard. It is therefore imperative that unauthorized persons not have access to department issued weapons.
2. The Sheriff’s Office recognizes the rights of private citizens to keep and maintain firearms and does not intend to infringe on the rights of its employees by mandating the storage of personally owned firearms in the home. The Sheriff’s Office does, however, have a vested interest in the safe storage of department owned and issued weapons. Through this policy, the Sheriff’s Office intends to provide for the safe and secure storage of department issued weapons. In addition to the mandatory safe storage of department issued firearms as outlined in this policy, all employees are encouraged to use safe storage techniques for their personally owned firearms.
3. All department issued firearms, including pistols, rifles, shotguns, and less lethal weapons that are not under the employee’s immediate control shall be safely stored so as to prevent unauthorized persons from handling the firearm.
4. A firearm is considered to be under the employee’s immediate control when it is in the employee’s actual physical possession and the employee has the ability to prevent unauthorized persons from handling the firearm.
5. Safe storage techniques include the appropriate use of gun safes, gun lockers, trigger cables, locked gun cases, and other locked containers. Employees shall use one of these safe storage techniques to safely store department issued firearms. It is recognized that these safe storage techniques are deterrents only and may not prevent the theft of a firearm from its storage location. It is the responsibility of office personnel who are issued firearms to take reasonable steps to prevent the use of office issued weapons by unauthorized persons through the use of safe storage techniques.
6. The Sheriff’s Office will issue appropriate safe storage devices to all employees who are issued department owned firearms. Employees who are issued safe storage devices shall maintain them in proper working condition and shall immediately replace any malfunctioning or non-working safe storage device.

6.02/002.00 AMMUNITION: POLICY

1. The Office shall issue to all commissioned personnel standard duty ammunition in sufficient quantities to fully load the primary duty weapon and up to four loading devices.

2. Only Office issued ammunition may be used in primary duty weapons.

6.02/002.05 AMMUNITION: STANDARD DUTY

1. Handgun
 - Semi-automatic pistol 40 S/W 180 grain hollow point controlled expansion projectile
 - Semi-automatic pistol 45 acp 230 grain hollow point controlled expansion projectile
2. Rifle
 - .223 caliber 55 grain, hollow point, factory loaded controlled expansion projectile
3. Commissioned personnel, while on duty, shall carry their primary duty weapon fully loaded.
4. Uniformed personnel shall carry at least two and a maximum of four fully loaded loading devices.
5. Only factory loaded hollow point ammunition may be used in primary duty, backup, and off duty weapons.
6. Alterations to Office issued, or factory loaded ammunition shall not be permitted.
7. The Rangemaster shall maintain a current list of approved ammunition brands as follows:
 - Winchester
 - Federal
 - Remington
 - Blackhills
 - CCI/Blount
 - Speer
 - PMC
 - American Eagle
 - Hornaday
 - Weatherby
 - Cor-Bon
8. Ammunition types/brands will not be added, nor deleted, from the approval list unless so directed by the Sheriff.

6.02/002.10 AMMUNITION: EMERGENCY RESPONSE TEAM

1. MP5
 - 9mm Luger caliber factory loaded cartridge utilizing a hollow point controlled expansion projectile. The weight of the projectile is to be determined by the Rangemaster.
2. .30 Caliber Rifle

- 308 Remington caliber factory loaded cartridge utilizing a 168 grain hollow point match projectile.
3. Approved ammunition brands will be as noted in 6.02/002.05

6.02/003.00 ASP BATON

1. ASP batons will be issued.
2. Deputies will employ the ASP Baton consistent with departmental training and directives.
3. All on-duty field operational uniformed deputies will wear an ASP baton on their duty belt when outside their patrol vehicle.

6.02/003.10 CEREMONIAL/COMMEMORATIVE BATONS

1. Office-approved ceremonial/commemorative batons may be issued.
 - a) Such issued batons may be worn with Class B, Class C, Class D and Class E uniforms.
 - b) When worn during field duty, such batons shall be employed consistent with training and directives pertaining to the ASP Baton.

6.02/004.00 AEROSOL IRRITANT

1. One can of aerosol irritant with holder shall be issued.
2. All on-duty uniformed deputies will carry issued aerosol irritant on their person.
3. Must be currently certified to carry and use the Office issued aerosol irritant.
4. Aerosol irritants carried by Sheriff's Office personnel while on duty will be inspected monthly as part of the firearm's inspection procedure. Inspections will be documented on the weapons inspection form.

6.02/005.00 DUTY KNIFE

1. Deputies may carry a knife in the performance of their official duties.
2. The knife must conform to state law and shall be approved for carry by the Quartermaster.
3. It is recommended that deputies are trained in the use of the knife by the Training Unit prior to carrying the knife in an official capacity.
4. Any use of force involving a duty knife by any member of this Office shall be reported using the Use of Force/Miscellaneous Report.
5. Duty knives shall be sheathed and carried in a non-obtrusive manner when not in use. Deputies shall remain cognizant of "officer safety" issues in selecting the manner in which to carry this equipment.

6.02/006.00 HANDCUFFS AND CASE

1. Closed style handcuff cases shall be issued and shall be worn on the duty belt in a position that is readily accessible to the deputy.

2. Personnel shall only use department issued handcuffs which shall be black or silver (chrome) in color. In the event an employee wishes to carry their own model or brand of handcuffs, they shall constitute equipment, which requires authorization from the Quartermaster prior to use. The colors of black or silver (chrome) will be considered for Office use. Non-authorized models or colors (other than black or silver) shall not be allowed for use.

6.02/007.00 TROUSER BELT

1. The trouser belt shall be no less than one inch in width nor wider than the duty belt.
2. The trouser belt shall be worn under the duty belt in such a manner so that no more than its top edge is visible.

6.02/008.00 GUN BELT (DUTY BELT)

1. A nylon duty belt shall be issued. It shall be at least two inches in width and equipped with plastic snapping type on the nylon belt.
2. It shall be worn with the right edge of the buckle in alignment with the leading edge of shirt front and the zipper of the uniform trousers.

6.02/009.00 HOLSTER

1. The standard uniform semi-auto holster shall be:
 - a) Safariland, Model 6360 (standard issue)
 - b) Blackhawk CQC model holster
2. Bianchi "Ranger" or similar style, nylon, light duty holster shall be issued to non-uniformed personnel.
 - a) Any personal purchase holster may be substituted. Such holster shall be "level 2" or better.
3. All holsters shall:
 - a) Cover the entire barrel of the weapon.
 - b) Be of a type that incorporates a safety strap, "thumb break release" or similar safety device into its design.
 - c) Be worn on the "strong hand" side of the duty belt.
 - d) Not have double safety straps or adjustable snaps, nor be of swivel design.

6.02/010.00 CARTRIDGE CARRIERS

6.02/010.10 CARTRIDGE CARRIERS: SEMI-AUTOMATIC PISTOLS

1. Personnel equipped with semi-automatic pistols shall carry one covered style leather or nylon magazine holder, capable of holding two magazines, which shall be worn on the front of the duty belt in a position that is readily accessible to the deputy.

6.02/011.00 BELT KEEPERS

1. Four belt keepers shall be issued and when utilized shall be worn on the duty belt in such a manner so as to hold it firmly in place.

6.02/012.00 BATON HOLDER

1. One baton holder shall be worn on the gun belt.

6.02/013.00 NYLON DUTY GEAR

1. Nylon duty gear may be worn. When worn, nylon gear shall be of equal or greater quality than the issued nylon duty gear.

6.02/014.00 BODY ARMOR

6.02/014.05 BODY ARMOR: POLICY

1. Soft body armor shall be issued to all law enforcement, commissioned personnel.

6.02/014.10 BODY ARMOR: WEARING

1. All personnel engaged in law enforcement duties while wearing the Office uniform, including off duty employment, will wear the soft body armor issued by this Office.
2. All personnel assigned to non-uniform duties who have been issued soft body armor will wear their vests while serving arrest and/or search warrants, or when making planned investigative contacts with individuals known to have a propensity for violence or having a history of being armed and considered dangerous. If body armor is not being worn it must be available for immediate use if necessary.
3. Those non-uniform personnel who have been issued soft body armor and are assigned primarily to in-office duties shall have their body armor available for immediate use.
4. Supervisors shall ensure that those personnel under their direction are in compliance with the above guidelines.
5. Personnel engaged in undercover investigations shall have discretion in wearing or not wearing soft body armor for those undercover situations where its employment would jeopardize either the operation or the undercover identity of those personnel.
6. The above sections requiring the wearing of soft body armor shall not apply for those personnel who have a medical condition that would be aggravated by the wearing of the soft body armor. In such a situation the deputy must submit a request to the Sheriff to have the mandatory wearing of soft body armor requirement waived. The request must provide a description of the medical condition and an estimated time period for the waiver. The request must be accompanied by medical documentation and a verifying letter from a physician stating that the wearing of soft body armor would be detrimental to the health of the deputy requesting the waiver.

6.02/014.20 BODY ARMOR: MAINTENANCE

1. All soft body armor shall be maintained in accordance to instructions provided with the vest.

6.02/014.25 BODY ARMOR: INSPECTION

1. All soft body armor shall be inspected by the wearer at least once a year.
2. When inspecting the Kevlar panels, special attention shall be paid to the following checklist:
 - Frayed fabric, broken filaments, major distortions or parting seams
 - Discoloration
 - Sweat stains, smells, fungus, mildew or excess body oils.
 - Any other damage such as cuts or burns
3. Any of the above damage shall be reported immediately to the quartermaster for replacement.
4. Body armor is on a 5-year rotation cycle. It is the employee's responsibility to notify the Quartermaster when expiration occurs in accordance with the manufacturer's date located on the ballistic panel.

6.02/015.00 IDENTIFICATION CARD

6.02/015.05 IDENTIFICATION CARD: ON DUTY

1. All personnel, while on duty, shall carry the Office issued identification card and badge.

6.02/015.10 IDENTIFICATION CARD: OFF DUTY

1. Deputies, while off duty and armed, shall carry the Office issued identification card.
2. Deputies, while off duty and unarmed, are not required to carry the Office identification card. Deputies are cautioned that if they carry Office identification, but no firearm, they place themselves in a precarious officer safety situation.

6.02/015.15 IDENTIFICATION CARD: EXCEPTION

1. Deputies assigned to undercover investigations, are not required to carry Office identification either on or off duty.
2. Deputies assigned to undercover investigations shall comply with all additional unit requirements specified in their special unit manual.

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SNOHOMISH COUNTY SHERIFF'S OFFICE

POLICY AND PROCEDURES MANUAL

The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff's Office and supersedes all previous information relating to:

CHAPTER 6



This Manual revision shall be effective on 02.22.2013 and will remain in effect until suspended by written order.

 2-22-13
Sheriff John Lovick

Date copy sent to Snohomish County Deputy Sheriff's Assoc. ____